

DEPARTMENT OF TRANSPORTATION
PROFESSIONAL SERVICES MANAGEMENT UNIT
REQUEST FOR LETTERS OF INTEREST

THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION DESIRES TO ENGAGE A
QUALIFIED **ARCHITECTURAL** FIRM FOR THE FOLLOWING PROJECT:

TIP No: 38748.1.1 (K-3800)

BEAUFORT COUNTY

US 17 Beaufort County Rest Area Project
New Northbound Lane Rest Area serving both directions of US 17

The Department of Transportation is seeking an Architectural Firm to provide building plans, specifications, and construction reviews and submittal approvals for the above noted Rest Area project in Beaufort County. Plans must be reviewed for code compliance by State Construction and approved prior to bidding. The Department has already hired an Engineer to do the PM&E portion of the project and DOT will handle all site work, bidding, and overall construction administration. The Engineer will work with the successful firm to provide a complete set of building plans and specifications and will be available for construction meetings and reviews.

The new building should be in the range of 2000-2500 square feet. The program consist of lobby space with wall mounted display cases, dual men and women's rest rooms, a family restroom, mechanical room, storage/janitors room, and pipe chases connecting the dual restrooms. The building should also include a separate space with exterior entrance for 3-4 vending machines and storage for those. A 240± square foot site storage building will also be needed. The Roadside Environmental Unit will oversee the work of the successful firm as the owner of the project.

The project is on schedule for final plans to be ready for bidding Oct 1, 2013.

The primary firm (NO SUBCONSULTANTS ARE ALLOWED) shall be Pre-qualified in Architecture (Building Design – work code 00332) to perform the below referenced work.

One firm will be selected for this project.

The Department will shortlist a minimum of three firms to interview.

SCOPE OF WORK: Building Design

The method of payment for each project will be LUMP SUM.

Any firm wishing to be considered must be properly registered with the Office of the Secretary of State. The Architects performing the work and in responsible charge of the work must be registered in the State of North Carolina and must have a good ethical and professional

standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest. The firm must have the financial ability to undertake the work and assume the liability. The selected firm(s) will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000.00. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION

The Department encourages the use of Small Professional Services Firms (SPSF). **(NO SUBCONSULTANTS ARE ALLOWED ON THIS PROJECT)**. Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The Firm, at the time the Letter of Interest is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work. The participation shall be submitted on the Department's Subconsultant Form RS-2. RS-2 forms may be accessed on the website at <https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

The SPSF must be qualified with the Department to perform the work for which they are listed.

Real-time information about firms doing business with the Department and firms that are SPSF certified through the Contractual Services Unit is available in the Directory of Transportation Firms. The Directory can be accessed by the link on the Department's homepage or by entering <https://apps.dot.state.nc.us/vendor/directory/> in the address bar of your web browser.

The listing of an individual firm in the Department's directory shall not be construed as an endorsement of the firm.

PREQUALIFICATION

The Department maintains on file the qualifications and key personnel for each approved discipline, as well as any required samples of work. Each year on the anniversary date of the company, the firm shall renew their prequalified disciplines. If your firm has not renewed its application as required by your anniversary date or if your firm is not currently prequalified, please submit an application to the Department **prior** to submittal of your letter of interest. An application may be accessed at <https://apps03.dot.state.nc.us/vendor/prequal>. Having this data on file with the Department eliminates the need to resubmit this data with each letter of interest.

Even though specific DBE/MBE/WBE goals are not required for this project, the Department of Transportation is committed to providing opportunity for small and

disadvantaged businesses to perform on its contracts through established Department goals. The Firm, subconsultant and subfirm shall not discriminate on the basis of race, religion, color, national origin, age, disability or sex in the performance of this contract.

EVALUATION

All prequalified firms who submit responsive letters of interest will be considered.

The evaluation of firms submitting letters of interest for this project will be based on the following considerations and their respective weights:

1. The firms' experience and staff to perform the type of work required. 50%
2. The firm's ability to meet the time schedule established for the work as listed above. 50%

North Carolina firms prequalified to do the required work will be given priority consideration. A North Carolina firm is a firm that maintains an office in North Carolina staffed with an adequate number of employees judged by the Department to be capable of performing a majority of the work required.

After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF participation will be given priority consideration.

FORMAT FOR SUBMISSION OF A PROFESSIONAL SERVICES MANAGEMENT UNIT LETTER OF INTEREST

All letters of interest are limited to fifteen (15) pages (RS-2 forms are not included in the page count) inclusive of the cover sheet, and shall be typed on 8 1/2" x 11" sheets, single spaced, one sided. ONLY ELECTRONIC LETTERS OF INTEREST WILL BE ACCEPTED. Letters of interest containing more than fifteen (15) pages will not be considered.

Letters of Interest should be submitted in .pdf format using software such as Adobe, CutePDF PDF Writer, Docudesk deskPDF, etc.

One copy of the Letter of Interest should be sent through NCDOT's FTS system as a .pdf file: psmu-411@ncdot.gov. The FTS system will send you an electronic receipt when your LOI is downloaded to PSMU's server. Paper copies are not required. The subject line should contain the PEF's Name, and "LOI for K-3800"

If an interested firm does not have an FTS account they should send a request through e-mail to psmu-411@ncdot.gov. A response will be sent via the FTS system that will provide a login username, password, and login procedures.

Section I - Cover/Introductory Letter

The introductory letter should be addressed to Mr. Scott D. Blevins, P.E., Manager, Professional Services Management Unit. Said letter is limited to two (2) pages and should contain the following elements of information:

- Expression of firm's interest in the work;
- Date of most recent private consulting firm prequalification;
- Statement regarding firm's possible conflict of interest for the work; and
- Summation of information contained in the letter of interest **including an email address and telephone number for the firm's contact person.**

Section II - Evaluation Factors

This section is limited to seven (7) pages and should contain information regarding evaluation and other factors listed in the advertisement such as:

Identify project personnel/subconsultants qualifications and experience as related to this project;

- Unique qualifications of key team members;
- Identify type and location of similar work performed within last seven (7) years;
- Understanding of project approach; and
- Any innovative approaches to be used;

Note: If a project team or subconsultant encounters personnel changes, or any other changes of significance dealing with the company, NCDOT should be notified immediately.

Section III - Supportive Information

This section is limited to six (6) pages and should contain the following information:

- Capacity Chart/Graph (available work force);
Organizational chart indicating personnel to be assigned by discipline;
- Resumes of key personnel;
Names, classifications, and location of the firm's North Carolina employees and resources to be assigned to the advertised work; and
- Other information.

APPENDICES-

CONSULTANT CERTIFICATION Form RS-2

Completed Form RS-2 forms SHALL be submitted with the firm's letter of interest.

This section is limited to the number of pages required to provide the requested information.

Submit Form RS-2 forms for the following:

- Prime Consultant firm (Prime Consultant Form RS-2 Rev 1/14/08), and;

Complete and sign each Form RS-2 (instructions are listed on the form).

The required forms are available at:

<https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

Private consulting firms are invited to have letters of interest for furnishing engineering services FTS-ed to the Professional Services Management Unit by 12:00 p.m. on **January 7, 2013**. Letters of interest received after this deadline will not be considered.

Firms submitting letters of interest are encouraged to carefully check them for conformance to the requirements stated above. If letters of interest do not meet ALL of these requirements or if they are sent by any other means other than NCDOT's FTS system, or to any address other than psmu-411@ncdot.gov they will be disqualified. No exception will be granted.

The e-mail address is:

psmu-411@ncdot.gov

Any questions concerning the advertisement or the scope of work should be directed to Scott Blevins, PE, at sblevins@ncdot.gov or by telephone at 919-707-7132.

If you feel information provided is inadequate to submit a letter of interest, please contact Mr. Blevins.

The shortlisted firm will be notified by **January 23, 2013**. Notification will not be sent to firms not shortlisted.

The Department will conduct oral interviews on **February 6, 2013**.

The selected firm will be notified by February 8, 2013.

The firm selected will be listed on the Internet at

<https://connect.ncdot.gov/letting/Pages/Private-Engineering-Firm-Advertisements-.aspx>
by February 11, 2013.